



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

# 2012-2013 Title III Application

Office of English Learning and  
Migrant Education

# 2012-2013 Title III Funding

- Funding is based on the number of LEP students a LEA reported for the 2011-2012 school year
- \$142.80 per-pupil
- An LEA must have a minimum of **71 LEP students** to apply for a grant individually
- If an LEA does not have a minimum of 71 LEP students based off of the “*2012-2013 Title III Allocations*” spreadsheet, they may choose to join a consortium in order to access the funds

# Types of Applicants

- Individual LEA
- LEA Consortia
- Educational Service Center (ESC) Consortia

*Definitions of each type of applicant can be  
found on Page 8 of the User Guide*

# Title III Application Submission

- Deadline for submission is **Friday, September 21, 2012**  
*(all applications must be postmarked no later than this date)*
- Title III Applications should be mailed. Please do not send electronic and/or faxed copies
- The Office of Grants Management, Monitoring and Reporting will be reviewing all Title III Applications
- Information regarding the submission of the application can be found on Pages 3 & 4 of the User Guide

# Location of Title III Documents

1. Go to the *IDOE – Title III and NESP (English Learners)* Learning Connection Community
2. Go to “Files and Bookmarks” tab
3. Go to “IDOE – 2012-2013 Title III Application” folder

Indiana Department of Education

**2012-2013 Title III Program**

Allocation based on 2011-2012 Limited English Proficient (LEP) student count at \$142.80

**Total Students: 52,513**

Corp #	School Corporation	Public LEP Student Count 2011-12	Nonpublic LEP Student Count 2011-12	Total Funding Count	Total Funding Amount
5385	Indianapolis Public Schools	3858	189	4047	\$ 577,911.60
7205	South Bend Community Sch Corp	2430	251	2681	\$ 382,846.80
0235	Fort Wayne Community Schools	2474	61	2535	\$ 361,998.00
4710	School City of Hammond	2288	50	2338	\$ 333,866.40
2305	Elkhart Community Schools	2246	75	2321	\$ 331,438.80
5340	M S D Perry Township	2188	14	2202	\$ 314,445.60
5375	M S D Wayne Township	2149		2149	\$ 306,877.20
2315	Goshen Community Schools	1784	25	1809	\$ 258,325.20
5350	M S D Pike Township	1803		1803	\$ 257,468.40
5370	M S D Washington Township	1581	50	1631	\$ 232,906.80
5330	M S D Lawrence Township	1567	3	1570	\$ 224,196.00
0875	Logansport Community Sch Corp	933	22	955	\$ 136,374.00
7855	Lafayette School Corporation	919	32	951	\$ 135,802.80
1170	Community Schools of Frankfort	896		896	\$ 127,948.80
0365	Bartholomew Con School Corp	835	40	875	\$ 124,950.00
2270	Concord Community Schools	843	12	855	\$ 122,094.00
0255	East Allen County Schools	780		780	\$ 111,384.00
4670	School City of East Chicago	744	26	770	\$ 109,956.00
4415	Warsaw Community Schools	758	6	764	\$ 109,099.20
6065	West Noble School Corporation	764		764	\$ 109,099.20
5360	M S D Warren Township	721	39	760	\$ 108,528.00
7865	Tippecanoe School Corp	715	6	721	\$ 102,958.80
4525	Westview School Corporation	719		719	\$ 102,673.20
1010	Greater Clark County Schools	522	1	523	\$ 74,684.40
3005	Hamilton Southeastern Schools	510	1	511	\$ 72,970.80
3060	Carmel Clay Schools	476	7	483	\$ 68,972.40
5485	Plymouth Community School Corp	416	6	422	\$ 60,261.60
5275	Anderson Community School Corp	337	45	382	\$ 54,549.60
7995	Evansville Vanderburgh Sch Corp	369	10	379	\$ 54,121.20
5740	Monroe County Com Sch Corp	333	15	348	\$ 49,694.40
2275	Middlebury Community Schools	344		344	\$ 49,123.20
3315	Avon Community School Corp	334		334	\$ 47,695.20
2155	Fairfield Community Schools	315		315	\$ 44,982.00
7175	Penn-Harris-Madison Sch Corp	300	15	315	\$ 44,982.00
4945	LaPorte Community School Corp	296	4	300	\$ 42,840.00
5310	Franklin Township Com Sch Corp	265	10	275	\$ 39,270.00

## 2012-2013 Title III Allocations

-Indicates the total funding amount for an LEA for the 2012-2013 school year

The following is a reference document of the nonpublic schools that reported LEP students for the 2011-2012 school year and the LEA that they would participate in Title III activities through.

Corp #	School Corporation	School	Nonpublic School	Nonpublic LEP Student Count 2011-2012
5275	Anderson Community School Corp	C205	Saint Ambrose School	2
5275	Anderson Community School Corp	C210	Saint Mary School	34
5275	Anderson Community School Corp	C225	Liberty Christian School	9
0365	Bartholomew Con School Corp	A425	St Bartholomew School	40
6895	Batesville Community Sch Corp	D130	Saint Louis School	5
6895	Batesville Community Sch Corp	D135	Oldenburg Academy	6
5380	Beech Grove City Schools	C545	Holy Name School	2
3305	Brownsburg Community Sch Corp	B285	Saint Malachy School	1
3060	Carmel Clay Schools	B215	Our Lady Of Mt Carmel School	5
3060	Carmel Clay Schools	B241	University High School of Indiana	2
4205	Center Grove Com Sch Corp	B540	SS Francis and Clare Catholic Schl	2
1000	Clarksville Com School Corp	A560	Saint Anthony School	8
2270	Concord Community Schools	A990	Elkhart Christian Academy	12
4660	Crown Point Community Sch Corp	B835	Saint Mary Catholic Comm School	4
1835	DeKalb Co Ctl United Sch Dist	A740	Lakewood Park Christian Sch	8
6470	Duneland School Corporation	D050	Saint Patrick School	1
6060	East Noble School Corp	C980	Saint Mary Elementary School	1
2305	Elkhart Community Schools	A975	St Thomas The Apostle School	4
2305	Elkhart Community Schools	A980	St Vincent DePaul School	71
7995	Evansville Vanderburgh Sch Corp	D535	Reitz Memorial High School	4
7995	Evansville Vanderburgh Sch Corp	D570	Holy Spirit School	6
0235	Fort Wayne Community Schools	A120	Bishop Dwenger High School	4
0235	Fort Wayne Community Schools	A125	Bishop Luers High School	1
0235	Fort Wayne Community Schools	A130	Most Precious Blood School	4
0235	Fort Wayne Community Schools	A155	St Joseph - St Elizabeth Campus 1	9
0235	Fort Wayne Community Schools	A175	Saint Therese School	1
0235	Fort Wayne Community Schools	A180	Saint Vincent DePaul School	19
0235	Fort Wayne Community Schools	A195	Concordia Lutheran High School	4
0235	Fort Wayne Community Schools	A205	Concordia Evangelical Lutheran Sch	8
0235	Fort Wayne Community Schools	A225	Holy Cross Lutheran School	6
0235	Fort Wayne Community Schools	A235	Lutheran South Unity School	1
0235	Fort Wayne Community Schools	A172	Blackhawk Christian Elem Sch	4
5310	Franklin Township Com Sch Corp	C270	Lutheran High School	10
1820	Garrett-Keyser-Butler Com	A735	Saint Joseph School	1
2315	Goshen Community Schools	B020	St John Evangelist School	25
1010	Greater Clark County Schools	A575	Our Lady Of Providence High Sch	1
4245	Greenwood Community Sch Corp	B535	Our Lady Of Greenwood School	3
3005	Hamilton Southeastern Schools	B227	Saint Louis de Montfort School	1
3625	Huntington Co Com Sch Corp	B418	Huntington Catholic School	2
5385	Indianapolis Public Schools	C595	Holy Cross Central School	25
5385	Indianapolis Public Schools	C605	Our Lady Of Lourdes School	2
5385	Indianapolis Public Schools	C625	Central Catholic School	22
5385	Indianapolis Public Schools	C650	St Michael The Archangel School	9

## Nonpublic School Breakdown (by LEA)

-Details the nonpublic schools that reported LEP students for the 2011-2012 school year and the applicable LEA they would participate in Title III activities with



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

Title III

Language Instruction for Limited English Proficient and Immigrant Students

2012-2013 School Year Grant Application (FY 13)

Part I: Grantee Information

Section A

School Corporation/ Eligible Entity		Corp #	
Superintendent Name		Email	
Title III Director Name		Email	
Mailing Address		City	
		Zip Code	
Telephone		Fax	
Total Funding Authorization			

Section B

Select one of the following options:

- ☐ Individual LEA Application  
☐ LEA Consortia Application  
☐ Educational Service Center (ESC) Consortia Application

Section C

If participating in a LEA Consortia or ESC Consortia, please indicate the other participating LEAs:

Fiscal Agent:

2012-2013

Title III Application

-Application to be  
completed and submitted  
by Friday, September 21<sup>st</sup>





Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

### **School Year 2012-2013**

**Title III: Language Instruction for Limited English  
Proficient and Immigrant Students**

### **Application User Guide**

**Deadline for Submission of Application:  
Friday, September 21, 2012**

**Office of English Learning and Migrant Education  
151 West Ohio St.  
Indianapolis, IN 46204  
317-232-0555**

## **2012-2013**

## **Title III Application User Guide**

**-A companion piece to the  
Title III Application**

**-Provides information on  
submission of the application,  
Title III regulations, and a step  
by step guide for completing  
each section of the Title III  
application**

**-Also provides a Title III  
Application Completion  
Checklist for LEAs to use prior  
to submission of their  
application**

# Purpose of Title III Funds

The purpose of Title III is to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet.

# Title III: A Supplemental Program to Serve LEP Students

- Title III funds are **supplemental** and are to be used *above and beyond* the core instruction and Lau Requirements
- An LEA has a **federal obligation** to ensure that core instruction and Lau Requirements have been provided to **all LEP students**
- Only after the core instruction and Lau Requirements have been met, can LEAs use Title III funds to **supplement** services provided to LEP students

### **Title III:**

Additional services provided to students **above and beyond** the Core Instruction and Lau Requirements.  
*Title III federal funds can be used for this purpose.*



### **“Lau” Requirements:**

English language development services that are provided to **LEP students** in order to meet federal requirements. These services are ***in addition to*** the core instruction. **State (NESP) and local funds** are used to meet the Lau Requirements.  
*Federal funds (ex: Title III) cannot be used to meet this requirement.*



**Core Instruction:**  
Provided to **all** students.

# Supplement Not Supplant

Supplement not supplant requirements ensure that services provided with federal funds (such as Title III) are *in addition to* and *do not replace* (or supplant) services that students would otherwise receive through other federal, state and local funds.

*\*Please note: determinations regarding supplanting are fact-specific, and it is difficult to provide general guidelines without examining the details of the situation*

## Questions to ask when considering whether Title III funds can be used without violating supplement not supplant:

1. What is the instructional program/service provided to all students (Core Instruction)?
2. What does the LEA do to meet the Lau Requirements?
3. What services is the LEA required by other Federal, State and local laws or regulations to provide?
4. Was the program/service previously provided with Federal, State or local funds?

*Based on the answers to the above questions, would the proposed funds be used to provide an instructional program/service that is in addition to or supplemental to an instructional program/service that would otherwise be provided to LEP students (or be required by other laws/regulations) in the absence of a Title III grant?*

# Other Federal Programs

- Title III services do not replace other federal programs that a LEP student may be eligible to receive

*Example: If a student has been identified as both Title I and Title III, they are required to receive services through both federal programs*

# Two Required Title III Activities

An LEA receiving Title III funds is required to use those funds to provide:

1. **High-quality language instruction programs** that are based on scientifically based research and demonstrate effectiveness in increasing **English proficiency** and **student academic achievement in core academic subjects**; and
2. **High-quality professional development** that is of sufficient intensity and duration and demonstrates the effectiveness in improving instruction and assessment, enhances the ability of teachers to understand and use curricula, assessment measures, and instructional strategies.



# High-quality Professional Development

Title III professional development must meet the following criteria:

- For classroom teachers, principals, administrators and other school or community-based personnel
- Designed to improve the instruction and assessment of LEP children
- Designed to enhance the ability of teachers to understand and use curricula, assessment measure and strategies for LEP children
- Based on scientifically-based research
- Of sufficient intensity and duration (which does not include activities such as one-day or short-term workshops and conference) [Section 3115 (c) (2)]

# Title III Non-allowable Activities

While it is often hard to generalize non-allowable activities through Title III, due to the supplement not supplant provision, the following are not allowed under any circumstance:

1. Any cost that was originally funded through another **federal, state or local** funding source (*personnel; supplemental instructional materials/supplies; technology and equipment; professional development, etc*).
2. Any cost associated with the administration of the LAS Links Placement Test or Annual Assessment, including proctors, assessors, or substitute teachers .
3. Translation of documents/handbooks/assessments; translation at parent-teacher conferences or other school events that are not Title III-specific; translation for parents regarding non-Title III specific activities (i.e. school registration, grades in class, etc.). Only translators for **Title III-specific documents or events** can be paid for with Title III funds.
4. Administrative costs (direct and indirect) that exceed **2%** of a LEAs total grant award amount. Administrative costs are those costs necessary to direct and manage the Title III program (*please see 16 of the User Guide for information regarding Administrative Costs*) .

# Example Scenarios

The following are a series of common scenarios. As they are addressed, please be thinking of the following:

- Would the scenario described be an allowable use of Title III funds?
- Would the scenario violate the supplement not supplant provision?

# Scenario #1

A LEA proposes to use Title III funds to support the salary of the Title III Director at the school corporation.

*Allowable, however the portion of his/her salary should be assigned to the 2% administrative cost under Title III.*

## Scenario #2

An elementary school is having a Fall Open House for parents to come to the school, view their children's work, receive different literacy and math resources, and talk with staff about how to more effectively help their child at home. The school would like to use Title III funds to pay for two translators to be available for parents that are limited English proficient.

*Not allowable. Since the parent night event is for all students' parents and not a Title-III specific event, the cost for translators should be paid for with local or state funds.*

# Scenario #3

A middle school is planning on having a parent night where LEP students' parents are invited to the school to learn about how they can be active participants in their children's education and assist them in improving their English language skills. The school would like to use Title III funds to pay for a translator to be available.

*Allowable. Since the parent night is for **LEP students' parents only** and is above and beyond what is federally required for schools to provide, the cost of a translator for this Title III-specific event could be paid for with Title III funds.*

# Scenario #4

A LEA would like to bring in a consultant for the 2012-2013 school year to deliver a series of EL professional development sessions to a cohort of teachers from the elementary, middle and high school.

*Allowable, so long as the training is above and beyond any training required under State law, and is not required to meet Lau provisions. Additionally the professional development must meet the requirements outlined in Section 3115 (c) (2).*

# Scenario #5

A high school would like to use Title III funds for the salary of an EL teacher. This teacher's job duties would include providing English language development services to LEP students, levels 1-4, in order to meet the Lau Requirements. Without this teacher, the students would not receive the English language development services necessary to assist in attaining English proficiency.

*Not allowable. Since this EL teacher is in charge of providing the Lau Requirements (i.e. English language development services in order to meet federal requirements) this teacher's position must be paid with **state or local funds**. Paying this teacher with Title III funds would violate the supplement not supplant provision.*



# Scenario #6

A LEA would like to use Title III funds for substitutes to cover the classrooms of teachers that are administering the LAS Links Assessment.

*Not allowable. The LEA has an obligation under Title I to ensure that the English proficiency of all LEP students is assessed. Title III funds cannot be used to pay for substitutes for teachers that are administering the assessment, because in the “absence of Title III funds” an LEA is still required to assess LEP students and would therefore violate the supplement not supplant provision.*

*Substitutes (and any other costs associated with the administration of the LAS Links Placement Test or LAS Links Annual Assessment) should be paid for with state and local funds.*

# Scenario #7

A LEA would like to pay stipends to teachers for a monthly after-school professional development workshop series that focuses specifically on ELs.

*Allowable. A LEA may use Title III funds to pay for stipends to teachers for after-school Title III-specific professional development, so long as the training is above and beyond any training required under State law, and is not required to meet the Lau Requirements.*

# Scenario #8

A LEA would like to purchase a textbook series that they will use to provide the Lau Requirements (i.e. federally required English language development services) to their LEP students.

*Not allowable. Title III funds cannot be used to purchase any curriculum that is used to meet the Lau Requirements. Costs associated with curriculum used to meet the Lau Requirements must be paid for with State and local funds.*

# Scenario #9

A LEA would like to purchase supplemental textbooks and reference guides that supplement the LEA-provided textbook

*Allowable. An LEA must be able to demonstrate that curriculum, resources, etc. purchased with Title III funds are supplemental and not used to provide the core instruction or Lau Requirements for LEP students.*

# Scenario #10

A LEA would like to use Title III funds to pay for a paraprofessional that will provide above and beyond support to LEP students, after the student has received their core instruction and Lau Requirements.

*Allowable. Title III funds can be used to pay for supplemental staff members that deliver above and beyond support to LEP students. In the absence of the staff member described above, LEP students would still be receiving core instruction and Lau Requirements, as federally required.*

# Scenario #11

A LEA would like to use Title III funds to purchase office supplies for the English learner student intake center.

*Not allowable. Title III funds should only be used to support the purchase of Title III-specific supplies, not supplies for an intake center. In the “absence of Title III funds” these office supplies would still be needed for the intake center and therefore, using Title III funds would violate the supplement not supplant provision. State and local funds should be used for this cost.*

# Scenario #12

A LEA would like to use Title III funds to pay for the cost of tuition and fees for teachers to obtain their ESL Certification.

*Allowable. This would be considered supplemental, as LEAs would not normally pay these fees for all teachers.*

# How Can I Ensure My Application is Approved in a Timely Manner?

- Submission of the application prior to the deadline: Allows IDOE staff to begin reviewing and approving applications as they are received.
- Clear and thorough detail provided: It is critical that clear and thorough detail is provided in order to help alleviate the number of follow-up questions by the IDOE.
- Sections are complete and accurate: It is important to double-check that all questions have been answered and in a detailed manner. Additionally, it is critical that the budget is accurate and that the requested funds add up to the LEAs total allocated amount.



## Title III Application Completion Checklist

The following checklist is recommended for use prior to the submission of a LEAs/Consortia Title III application. This checklist is optional and does not need to be submitted with your final application.

Description	Completed?
<b>Part I: Grantee Information</b>	
All information in this section has been completed fully and accurately	
The "Total Funding Authorization" that I provided in <i>Part I: Grantee Information</i> matches the allocated amount that the SEA provided on the "2012-2013 Title III Funding" spreadsheet	
<b>Part II: Assurances</b>	
Each box on the Assurance page has been checked	
A copy of the Assurance page with the superintendent's signature and my signature (Title III Director) has been included with the final application to be sent to the IDOE	
<b>Part III: Lau Requirements</b>	
The activities/resources/personnel that I have provided for Part III in order to meet the Lau Requirements are all paid for with <b>state and local funds</b> (i.e. nothing that I have indicated in Part III is paid for with Title III funds)	
I have provided the English language development services (including activities/resources/personnel, etc.) for levels 1-4 LEP students in elementary, middle school and high school	
The information provided is clear and concise (bulleted phrases)	
<b>Part IV: Title III Requirements</b>	
The information I have provided in Part IV <i>only includes Title III supplemental programs/activities</i> that my corporation plans to develop, implement and administer for the 2012-2013 school year (i.e. it does not include any activities that are a part of Core Instruction or the Lau Requirements)	
I have provided how the Title III activities to be developed, implemented and administered for the 2012-2013 school year will help my school corporation's LEP students develop English proficiency	
Programs/activities that I have listed in this section that require the use of Title III funds have been listed on my budget/personnel page	
The information provided is clear and concise (bulleted phrases)	
<b>Part V: Professional Development</b>	
I have listed and used Title III funds to provide professional development to school corporation staff that meets the federal Title III requirements ( <i>the IDOE will not accept any application that does not have Title III funds being used for professional development</i> )	
I have <u>not</u> included the LAS Links Placement, Annual Assessment trainings or other general trainings as part of the Title III Professional Development in Part V ( <i>these trainings are not Title III-specific and should not be included</i> )	
If I have included EL Workshops/Conferences that staff members will be attending, I have included a description as to how the information learned at the workshop/conference will be shared with other colleagues and how it is part of a larger Title III professional development plan for my school corporation	
Title III professional development is being provided to more than just the EL Teachers/EL Instructional Assistants at my school corporation	
The information provided is clear and concise (bulleted phrases)	

## Title III Application Completion Checklist

-This is an optional checklist (does not have to be turned in with the application); however, it is highly recommended that it be utilized

-Located on Pages 21 & 22 of the User Guide

# Who Do I Contact?

Office	If I have a question about...	Contact Information
Office of English Learning and Migrant Education (OEL&ME)	<ul style="list-style-type: none"><li>-Title III federal guidance</li><li>-Allowable activities under Title III</li><li>-Lau Requirements</li><li>-Other programmatic questions</li></ul>	<p>Angela Mello, Coordinator <a href="mailto:amello@doe.in.gov">amello@doe.in.gov</a></p> <p>Wyatt Clarke, EL Specialist <a href="mailto:wclarke@doe.in.gov">wclarke@doe.in.gov</a></p> <p>317-232-0555</p>
Office of Grants Management, Monitoring, and Reporting (OGMM&R)	<ul style="list-style-type: none"><li>- Title III Application</li></ul>	<p>317-232-0540</p>

# Learning Connection Community

Please remind staff at your school corporation to  
join our Learning Connection Community:

IDOE – Title III and NESP (English Learners)